

17 April 1962

MEMORANDUM FOR: DAD/CI

SUBJECT : DD/I Handling of State Department Guideline Papers

1. During March, Mr. George McChes, Under Secretary of State for Political Affairs, placed a firm March 31 deadline for the submission to him of guideline papers ready for formal interagency coordination. As a result of this action, Mr. McChes received some 60 or 70 guideline papers which are now being sent to us for coordination. These papers bear the usual deadline dates for comment (about one month from date of receipt) and are being received in large numbers. For example, 18 were received on 12 April, another 8 on 16 April, and 7 more on 17 April.

2. Heretofore, the procedure has been for an OCI action officer to prepare combined DD/I comments, drawn from OCI, GME, and GMI. The undersigned has prepared the Agency reply for the DD/I's signature, making use of both DD/I and DD/P comments.

3. Because the papers are now coming in such large bunches, it will no longer be possible for one individual to prepare all the combined Agency comments for the DD/I's signature. The DD/I has approved a procedure whereby, as required, the undersigned will forward the DD/P comments to OCI for preparation of the Agency reply. This reply, ready for the DD/I's signature, should be forwarded to the undersigned.

4. This new procedure is to take effect immediately. Copies of earlier submissions to the State Department prepared by the undersigned have been forwarded to OCI; these can serve as guides.

5. Usually, there is no disagreement or contradiction between the comments prepared by DD/I components and those prepared by DD/P components. In the event that such conflicts or contradictions arise, they should be discussed and resolved with Mr. Seymour Bolton on extension 7132. The undersigned will be glad to help resolve any such problems which might arise.

LOUIS MARENCO
Assistant to DD/I (RSC)

Cys to: Chief, Research Division, ODI
Chief of Staff, ODI

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